



SETTLEBECK SCHOOL

Admissions Policy 2025-26

Approved by ¹	
Name:	Mr Peter Irvine
Position:	Chair of Trust Board
Signed:	
Date:	December 2023
Review date ² :	December 2024

Review Sheet

Settlebeck Admissions Policy 2025/26

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Review
1	Amended with advice from School Admissions in line with the Admissions Code for 2020/21	Feb 2019
2	Amended with advice from School Admissions in line with the Admissions Code for 2021/22	Feb 2020
3	Amended with advice from School Admissions in line with the Admissions Code for 2022/23	Feb 2021
4	Amended with advice from School Admissions in line with the Admissions Code (September 2021)	Feb 2022
5	Amended with advice from School Admissions in line with the Admissions Code.	Feb 2023
6	Reviewed in line with schedule	December 2023

Settlebeck School Admissions Policy 2024-2025

The Admission Number

The school has set a Published Admission Number (PAN) of 44 for Year 7 in September 2025. This policy is reviewed annually.

All students are admitted to Settlebeck School without reference to ability of aptitude.

The Admissions Criteria

For September 2025 admissions, parents/guardians are encouraged to apply online via the Cumbria County Council website www.cumbria.gov.uk/schooladmissions. They will be able to apply from September 2024, with a closing date of 31st October 2024. If parents/guardians are unable to apply online, parents/guardians should contact their child's current school for help or contact the Westmorland and Furness School Admissions Team by emailing school.admissions@westmorland or phone 0300 303 8144

The national offer day for Year 7 admission to secondary school in September 2025 is 1 March 2025. The Local Authority will advise parents of their allocated school place on that day.

Where there are more applications than places available, entry to all year groups will be prioritised using the criteria below. They will be applied in conjunction with the explanatory notes 1 to 3 which form part of the policy.

1. Children looked after and children who were previously looked after – **see note 1 below.**
2. Children living in the catchment area who have siblings in the school at the time of admission – **see note 2 below.**
3. Other children living in the catchment of Sedbergh, Dent, Hawes, Grayrigg CE, Old Hutton and Tebay primary schools – **see note 3 below.**
4. Children living out of catchment area with siblings in the school – **see note 2 below.**
5. Children living outside the catchment area, giving priority to those who live the closest to the school. Distance will be calculated using AA AutoRoute – **see note 3 below.**

Note 1

A child looked after is a child in public care, who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after are children who were looked after, but have ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Note 2

In criteria 2 and 4 priority will be given to those children with the youngest siblings in school. Brothers and sisters are those living at the same address and includes step and foster children. Priority will only be given

where it is known at the time of allocating places that a sibling will be attending the school at the time of admission.

Note 3

In criteria 3 and 5 priority will be given to those living closest to the school. The distance will be measured from the child's front door to the main entrance of the school using the AA route map.

Special Educational Needs

Settlebeck School is designated as a school with strategic facilities to cater for children with special educational needs in the area of autistic spectrum conditions. Applications for a resourced provision place are made via the Local Authority Area Inclusion Team: a panel is convened to consider applications and the ability of the school to meet the provision. Where the school is able to meet need and a place allocated, an application also needs to be made via the Cumbria County Website as outlined on page 1 of the policy.

For students with an Education Health and Care Plan (EHCP) who are not applying for a resourced provision place, the admissions procedures are those outlined on page 1 of the policy. If you are considering applying for a place at Settlebeck School, we would ask for an invite to the Year 5 annual review to ensure that early transition procedures can be planned.

If the school is oversubscribed, applications will be prioritised according to the criteria explained above. In addition, the Admission Authority for Settlebeck School will maintain a waiting list for the reallocation of any places that become available after March 2023, ranking children in the same order as the published oversubscription criteria.

However, an exception will be made where, under the LA's arrangements for the education of children with special needs, a child holds a statement of SEN or is currently being assessed and has been identified as having an autistic spectrum condition, and it is considered that attendance at Settlebeck School is necessary to meet those needs. Such an exceptional admission would be subject to the maximum limit of 6 at any one time (and to the limit of 2 in any one-year group).

In Year admissions

Where a parent/guardian wishes to change school for any reason, Settlebeck School will only offer a place if there is space available. In year admissions will be considered following the receipt of Form SA8 (request for an in-year admission) or by completing the school in year application.

A waiting list is maintained for in year admissions if parents request to be put on one.

Early Transfer/Deferred Entry/Admission outside Normal Year Group

Decisions will be made by the Headteacher on the basis of the circumstances of each case and in the best interests of the child concerned. This will consider parents' views, information about the child's academic, social and emotional development, where relevant their medical history and any views of a medical professional, whether they have previously been educated outside of their normal age group and whether they may have fallen into a lower age group if the child was not born prematurely.

Children of UK Services Personnel and other Crown Servants

Where vacancies exist at school, children of Crown servants returning from overseas to live in the area, the School will allocate a place in advance of the family arriving in the area, dependent on an official government letter declaring a relocation date and unit postal address or a "quartering area" address in the absence of a new home postal address.

Local Authority transport

"LA statement on entitlement to free home-to-school transport.

Under the Authority's current policy, pupils are entitled to free home-to-school transport if they are attending their catchment area school, and the distance between that school and their home address exceeds three miles (in the case of children of secondary school age). The catchment area school is that determined by the Authority for home-to-school transport purposes and, in the case of Settlebeck School, it should be noted that the Authority's definition of the school's catchment area does not automatically correspond with those of the feeder primary schools listed in the school's prospectus. (For example, children living within the catchment area of Castle Park, Stramongate and Ghyllside do not fall within the catchment area of Settlebeck School under the Authority's definition). Children would not, therefore, necessarily qualify for free home-to-school transport if they were to attend Settlebeck School. Parents who wish to know their catchment area schools for school transport purposes should contact the School Places Team or the school for advice. In addition, the Authority is obliged to provide free transport to the nearest maintained school to the pupil's home, if this is other than the catchment area school. The same qualifying distance applies. Distances are measured by the most direct route using roads adopted and maintained by the Highways Authority."

Private transport

Private transport is available from Kendal to Settlebeck School at a current cost of £850 per year (£4.47 per day). The cost is based on current rates and may be subject to change. The service is subsidised by the school to reduce the burden on families. Please contact school for details.

Admission Appeals

Settlebeck School follows the Code of Conduct for School Admission Appeals (February 2012). Appellants are allowed at least 20 school days from the notification of the unsuccessful application to prepare and lodge a written appeal. Any parent/guardian wishing to appeal should write to the Headteacher's PA setting out their grounds for appeal. The deadline for appeals for entry September 2025 is Monday 14 April 2025.

For further information and information on admissions other than in Year 7, please contact Christine Kendal on 015396 20383 or by emailing office@settlebeck.org